



## **MEMORANDUM OF UNDERSTANDING**

### **BETWEEN THE SCHOOL DISTRICT OF POLK COUNTY, FLORIDA AND THE POLK EDUCATION ASSOCIATION**

#### **MAGNET SCHOOL 2023-2024 EXPECTATIONS, AND SUMMER 2023 STAFF DEVELOPMENT AND EARLY RETURN DATES**

**This memorandum of understanding is intended to memorialize the agreement between the Polk County School District and the Polk Education Association, Inc. with regard to summer 2023 staff development opportunities, early return dates, and magnet school expectations.**

The **SCHOOL DISTRICT OF POLK COUNTY, FLORIDA** (D/B/A Polk County Public Schools) (**District/PCPS**) and the **POLK EDUCATION ASSOCIATION, INC. (PEA)** as evidenced by the respective signatures below, are parties hereto and agree to this Memorandum of Understanding (MOU) as more specifically set forth herein with regard to mandatory and voluntary summer professional development opportunities for specific schools.

**WHEREAS** the PEA is the certified bargaining agent for the District, and the District is the employer and a party to the PEA Collective Bargaining Agreements (CBA) for Teachers and Paraeducators and Educational Support (clerical) Personnel; and,

**WHEREAS** the *Tentative 2023-2024 Instructional Calendar* approved by the School Board on January 24, 2023 establishes August 3, 2023 as the first 196-day teacher contract report date; and,

**WHEREAS** the Magnet Schools Assistance Program (MSAP) is a discretionary/competitive grant by the US Department of Education, School Choice and Improvement Programs. The purpose of the grant is to establish and operate magnet schools under approved voluntary desegregation plans. This grant supports the development and implementation of magnet schools that assist and support systemic reforms and provide enrolled students with opportunities to meet academic achievement standards through challenging academic content. Participating schools meet demographic requirements of the grant solicitation and will create or revise their academic offerings to improve student performance. At all MSAP grant schools, student needs will be met through personalized learning including, but not limited to, small group and individualized



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instruction, collaborative projects, acceleration in areas of strength, academic enrichment, and summer learning programs; and,

**WHEREAS** selected schools will initiate various voluntary and mandatory summer professional development opportunities, such as magnet school curriculum development, review of student learning growth data, job-embedded professional development on lesson study and other instructional strategies; and/or grade level or departmental collaborative planning, and training in content specific areas in support of increased learning. Other opportunities may include, but not be limited to, School Improvement Plan Collaborative Planning.

### **TEACHER CONTRACT RECITAL**

**6.2 Teacher Workday:** The workday for all teachers shall be no more than 7¾ hours. ***On non-student days teachers shall have a one (1) hour lunch break.*** On student days a teacher shall be scheduled for a maximum of 360 minutes per day of student contact, a duty-free lunch period equivalent to that of the students, and at least 45 minutes of uninterrupted planning time for a traditional schedule or an uninterrupted block of at least 90 minutes every other day for a block schedule. Remaining minutes of student contact time may be utilized for non-instructional duties and may be accumulated within the week to facilitate this required coverage within the teacher's duty day. The staff shall be involved in designing the non-instructional duty schedule.

### **PARAEDUCATOR CONTRACT RECITAL**

**8.4-2.** Full day paraeducators shall have a paid duty-free lunch period of not less than twenty (20) minutes of each school day, scheduled around the regular school lunch hours. ***On non-student days there shall be a one (1) hour lunch break.*** When a scheduled lunch period is unfeasible, the principal/director must consult with the Director of Labor and Employee Relations to work out a solution. The Association President will be notified of the situation and proposed solution. When a duty-free lunch for the Licensed Practical Nurse (LPN) or the Sign Language Interpreter is unfeasible, they shall receive one-half (1/2) hour pay supplement upon prior approval by the Assistant Superintendent of Learning Support.



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**NOW, THEREFORE,** the parties agree affected staff will be informed of the summer schedule and possible tentative dates before May 31, 2023, the last student attendance day as follows:

**I. New Conversion Magnet Schools:** Due to their new intensive magnet curriculum, teachers, and classroom paraeducators at listed schools below must report for scheduled activities (not to exceed eight (8) hours/day including lunch) on the designated days below. During the week of March 20-24, 2023 magnet school staff were initially informed of the expectations under each grant program in a question and answer meeting format.

### **A. Fred G. Garner Academy**

K-5<sup>th</sup> STEM/Polytech Program

1. July 25 – 27, 2023: Mandatory Instructional staff Project-based Learning (PBL) Workshop supports teachers in developing and implementing Gold Standard projects for students.
2. Up to 60 additional hours of staff development during and beyond the duty day will also be required throughout the school year. Additional training dates will be noticed in advance as appropriate.

### **B. James E. Stephens Academy**

K-5<sup>th</sup> International Baccalaureate (IB) Primary Years Programme

1. June 7 -July 5, 2023 online OR June 20-22, 2023 virtual: Mandatory IB teacher staff development.
2. Voluntary virtual instructional meeting for a half or full day regarding the IB planner.
3. July 25 – 27, 2023: Optional Instructional staff Project-based Learning (PBL) Workshop supports teachers in developing and implementing a Gold Standard project for students.
4. July 31 and August 1, 2023: Optional instructional planning to implement units of inquiry.
5. Up to 60 additional hours of staff development during and beyond the duty day will also be required throughout the school year. Additional training dates will be noticed in advance as appropriate.

### **C. Rosabelle W. Blake Academy**

K-8<sup>th</sup> Primary and Lower Secondary Cambridge Program



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1. June 2, 2023: Mandatory classroom teachers virtual training. Cambridge Classroom 3.5 hours.
2. July 25 – 27, 2023: Optional Instructional staff Project-based Learning (PBL) Workshop supports teachers in developing and implementing a Gold Standard project for students.
3. August 2, 2023: Mandatory Instructional Staff professional development. Implementing Cambridge curriculum.
4. Up to 60 additional hours of staff development during and beyond the duty day will also be required throughout the school year. Additional training dates will be noticed in advance as appropriate.

**II. Revised Magnet Programs:** These schools have additional training expectations to prepare for the revised intensive curriculum. Additional training dates will be noticed as appropriate.

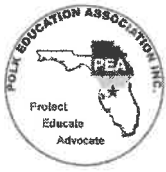
### **A. Bethune Academy**

Transition to a Primary Cambridge program magnet school

1. June 2, 2023: Mandatory classroom teachers and support staff Cambridge Classroom 3.5 hours.
2. July 25 – 27, 2023: Optional Instructional staff Project-based Learning (PBL) Workshop supports teachers in developing and implementing Gold Standard projects for students.
3. August 2, 2023: Mandatory Instructional Staff professional development. Implementing Cambridge curriculum.
4. Up to 60 additional hours of staff development during and beyond the duty day will also be required throughout the school year. Additional training dates will be noticed in advance as appropriate.

### **B. CODE Academy**

1. June 2, 2023: Mandatory classroom teachers and support staff Cambridge Classroom 3.5 hours
2. June 5-8, June 12-15 and, June 19-22 : Optional classroom teachers and support staff Collaborative Planning (grade levels meet differing days), 6-8 hrs. per day.



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3. August 2, 2023: Mandatory Instructional Staff professional development. Implementing Cambridge curriculum.
4. Up to 60 additional hours of staff development beyond the duty day may also be required throughout the school year. Additional training dates will be noticed in advance as appropriate.

### **C. Daniel Jenkins Academy**

Transition to a Lower Cambridge program magnet school

1. June 2, 2023: Mandatory 3.5 hrs staff development
2. August 2, 2023: Mandatory Instructional Staff professional development. Implementing Cambridge curriculum.
3. Up to 3 additional hours of staff development beyond the duty day may also be required throughout the school year. Additional training dates will be noticed in advance as appropriate.
4. Up to 60 additional hours of staff development during and beyond the duty day will also be required throughout the school year. Additional training dates will be noticed in advance as appropriate.

### **III. Other Schools Offering Summer Staff Development**

#### **A. New South Pointe Elementary Cambridge Program**

1. July 24 -27, 2023 from 8:00 am – 3:00 pm voluntary staff development and teacher planning time, pending funding availability.
2. August 2, 2023 voluntary teacher training, pending funding.
3. Up to 60 additional hours of staff development during and beyond the duty day will also be required throughout the school year. Additional training dates will be noticed in advance as appropriate.

#### **B. Willow Oak School**

1. June 5-6, 2023: Optional PD for teachers who signed up for a multi-sensory approach to phonics training with a hands-on workshop, 6 hours daily.
2. June 2-20, 2023: Optional teacher leaders up to 50 hours of professional learning (various hours per day) on Learning Organization Systems.
3. Subject to funding availability, August 1, and August 2, 2023: Professional learning topics to include Best Practices with the B.E.S.T. ELA and mathematics benchmarks, 2 hours daily.



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**IV. General Provisions**

- A.** Should a current teacher have a conflict regarding mandatory attendance, that employee must request a later training opportunity outside of the regular duty day to be considered for approval on a case-by-case basis.
- B.** Transfer candidates and new hires will be informed of summer report dates upon acceptance of an employment offer.
- C.** Teachers newly hired/transferred after mandatory staff development will be offered similar opportunities outside of the regular duty day at a future date.

**V. Compensation**

- A. Teachers:** Employees will be paid their regular hourly rate of pay, including a one-hour paid lunch on non-student contact days (Article 6.2), to be documented on the Special Activity Log and Special Activity Report
- B. Paraeducators:** Employees will be paid their regular hourly rate of pay as documented on the Special Activity Log and Special Activity Report. Paraeducators are guaranteed a one (1)-hour lunch break on non-student contact days in accordance with Article 8.4-2.
- C.** Any mandatory staff development beyond the dates outlined above throughout the school year, held beyond the duty day will be remunerated at the employee's regular hourly rate of pay.

**This Memorandum of Understanding will expire June 30, 2024.**

**POLK EDUCATION ASSOCIATION, INC.**

**POLK COUNTY SCHOOL DISTRICT**

By:   
**Stephanie Yocum**  
**President**  
**Polk Education Association**

By:   
**Frederick R. Heid**  
**Superintendent**  
**Polk County Public Schools**

7/17/23  
 Date

7/16/23  
 Date



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- c: Wayne Green, Deputy Superintendent
- Jason Pitts, Deputy Superintendent, Chief of Staff
- Heather Jenkins, Associate Superintendent/CFO, Business Services
- Joseph McNaughton, III, Associate Superintendent, Chief Academic Officer
- Brian Warren, Associate Superintendent, Human Resource Services
- Regional Assistant Superintendents
- Andrew Baldwin, Senior Director, Federal Programs
- Ann Everett, Senior Director, Office of Acceleration and Innovation (Contact)
- Torsha Cunningham, Director, Magnet Schools, Acceleration and Innovation
- Dart Meyers, Principal, South Pointe Elementary School (Contact)
- Michelle Townley, Principal, Willow Oak School (Contact)
- Business Services Finance and Payroll Departments